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Project Title		Date and time	
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Type of social action	
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Target Audience(s)

Needs Assessment

Involvement of TA in organizing efforts

Community partnerships

Goals/objectives

Coordinating body

Communication

Added value of the event

Collaborations

Participants welfare



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Project Title
How will you ensure that the title of your event is clear for a diverse audience and not only for academic community?

Date and time
Why do you choose this specific date? Consider the availability of your TA and coordination with other teams

Type of social action
Choose a specific type of your social action (see p. 2-3 in policy brief)

Target Audience(s)
Who is the intended audience for the project?

Needs Assessment
How TA's needs and interests considered in the planning process? How will you gather information to understand the specific needs and preferences of the target audience?

Involvement of TA in organizing efforts
How will the target audience (TA) be actively involved in organizing efforts?

Community partnerships
How will you engage with local organizations and businesses to gain insights into the needs of your TA and identify potential collaboration opportunities?

Goals/objectives
What are the specific goals and objectives of the project, and how will they be SMARTly defined?

Coordinating body
Is there a coordinating body or project team at the institution that deals with similar topics? How is the process of project implementation coordinated with them? Is there any potential way for collaboration?

Communication
How will you communicate with your TA, and which channels will you prioritize to reach them effectively? What strategies will you employ to engage your TA efficiently? How much funding will be allocated to reach a broader audience through various communication channels?

Added value of the event
How will you ensure that your event provides added value to participants and creates space for proper digestion of information and reflection following the event?

Collaborations
How will you collaborate with various stakeholders to enhance event engagement?

Participants welfare
How will you ensure the wellbeing and safety of all participants, particularly when addressing sensitive topics? How will you ensure inclusivity of your event?